



REQUEST TO ATTEND TRAFFIC VIOLATOR SCHOOL

Name (First, Middle, Last)	Driver's License Number
Street Address	City, State, Zip Code
Case number	Citation number

In order to attend Traffic Violator School, you must meet the following requirements:

- You can not have attended traffic violator school within 18 months from the date of this citation or in the process of attending for another citation.
- You cannot be a holder of a Commercial Driver's license
- You must be able to pay the full bail, **plus \$61.00** (fee for traffic school) within 90 days from the date of this request. Your total bail can be obtained by reviewing the online traffic index located at <http://www.saccourt.ca.gov/traffic/citation-index.aspx> . Note: There is also a fee that must be paid to the traffic school that you choose to attend. This fee is usually \$40 - \$60.
- You must be able to complete traffic violator school and submit the certificate of completion to the Court within 90 days from the date of this request

If you meet all of these requirements, you must follow the steps below to request and complete traffic violator school:

- Step 1:** **Complete this request and submit it to the Court with or without full bail.** The request must be received by the Court on or before the due date listed at the bottom of your citation. No Extension will be granted. **You cannot attend Traffic School unless your request has been received and granted by the Court.**
- Step 2:** **Complete traffic violator school and obtain certificate.** Once your request for traffic violator school has been granted, you will receive an information packet from the Court. This packet will provide a traffic school due date for you to pay and complete traffic school by. Complete the traffic school of your choice and obtain completion certificate on or before the traffic school due date.
- Step 3:** **Submit paperwork and total amount due to the Court.** Submit the completion certificate and full bail plus \$61.00 (unless already paid) to the Court. **Partial payments will not be accepted and no extensions will be granted.**

**** If full payment is not received by the traffic school due date, the total amount due will be forwarded to an outside collection agency and a conviction will be reported to your DMV record. Once the case has been referred to collections, the court no longer has jurisdiction over your case. ****

If you wish to make full payment immediately with this request, complete the credit card information below. Otherwise payment must be made in full on or before the traffic school due date.

Visa / MasterCard / Amer. Express #	Exp Month / Year	Telephone number
Card Hold Name (First, Last)	Amount authorized	
Card holder address (City, State, Zip)		
I have read and understand the statements above. I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct		
Defendant Signature	Today's date	